



THE ASSISTANT SECRETARY OF THE NAVY  
(MANPOWER AND RESERVE AFFAIRS)  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

JUN 25 2020

MEMORANDUM FOR DEPUTY CHIEF OF NAVAL OPERATIONS (MANPOWER,  
PERSONNEL, TRAINING AND EDUCATION) (N1)/CHIEF  
OF NAVAL PERSONNEL

SUBJECT: Assignment Incentive Pay – Coronavirus Disease 2019 Exigency For Recruit  
Division Commanders

Effective immediately, Navy is authorized to offer Assignment Incentive Pay (AIP) to Recruit Division Commanders (RDC) who are extended on RDC duty due to the effects of the Coronavirus Disease 2019 (COVID-19), subject to the requirements of section 352 of Title 37, U.S. Code, and the conditions outlined in Department of Defense Instruction (DoDI) 1340.26 "Assignment and Special Duty Pays," of September 25, 2017, that establishes policies, assigns responsibilities and prescribes procedures governing administration of all assignment and special duty pays. Payments under this program may only be made to those who receive eligible modifications to their orders prior to January 1, 2021, subject to congressional reauthorization of section 352 of title 37, U.S. Code, and the availability of appropriated funds. Reauthorization beyond this date will be subject to congressional reauthorization of section 352 of title 37, U.S. Code and documented need.

RDCs who are extended on RDC duty more than six months beyond their projected rotation dates are eligible to receive a flat-rate AIP of \$500 per month for the number of months extended beyond six months. The Navy is authorized to make adjustments to the rate payable if necessary to address emergent RDC duty assignment challenges. Additionally, the Navy may expand to other shore duty that both requires unusual responsibility (denoted by eligibility for Special Duty Assignment Pay) and is critical to the training of Sailors for sea duty. The Navy must notify the Assistant Secretary of the Navy (Manpower and Reserve Affairs (ASN(M&RA))) at least 30 days prior of any changes that expand the program through eligible population groups or dollar amounts. No adjustments may be made to the program if they would exceed the authority contained in paragraph 4.1 of DoDI 1340.26.

AIP is a tool to fill personnel shortages in difficult-to-fill locations or less desirable assignments. It is not designed as an indefinite pay entitlement, as a performance or recognition award, or to supplement basic or other incentive pays for specialized skills. In future requests, you shall articulate why AIP is the most efficient and effective tool to mitigate critical manning and assignment-based personnel shortfalls to limit its prolonged use. No later than December 15<sup>th</sup> of each authorized year, Navy shall submit an execution report to the Deputy Assistant Secretary of the Navy for Military Manpower and Personnel (DASN (MM&P)) in accordance with paragraph 3.4 of DoDI 1340.26. DASN(MM&P) shall review and forward the report to the Office of the Deputy Assistant Secretary of Defense for Military Personnel Policy by January 15 of each year.

The use of the authorities delegated in this memorandum is contingent upon the establishment and use of internal controls and accounting procedures consistent with the

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requirements in Secretary of the Navy Instruction 5200.35G, "Department of the Navy Managers' Internal Control Program" for AIP COVID-19 exigency. Additionally, the DASN(MM&P) will be provided summary descriptions, as part of the assessment, of the internal controls used, their sufficiency, and any identified weaknesses or deficiencies.

This approval is contingent upon Navy funding COVID-19 exigency AIP within available resources and will remain in effect until rescinded by ASN(M&RA) or through December 31, 2020, whichever occurs first. An extension may be requested if conditions warrant.

My point of contact is Commander Matt Mooshegian, Office of the Deputy Assistant Secretary of the Navy (Military Manpower and Personnel), at commercial (703) 693-0241 or DSN 223-0241.



Catherine L. Kessmeier  
Principal Deputy Assistant Secretary of the Navy  
(Manpower ) and Reserve Affairs)  
Performing the Duties of the Assistant Secretary  
of Navy (Manpower and Reserve Affairs)

cc:  
ASD M&RA  
DFAS